

**BY ORDER OF THE COMMANDER,
354TH FIGHTER WING (PACAF)**



AIR FORCE INSTRUCTION 90-401

**354TH FIGHTER WING
Supplement 1**

13 OCTOBER 1999

Command Policy

AIR FORCE RELATIONS WITH CONGRESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 90-401, 1 July 1998, is supplemented as follows:

This publication does not apply to the Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

4.4.5. (Added) The Wing Inspector General (IG):

4.4.5.1. (Added) Monitors all cases relative to congressional inquiries, congressional requests for routine information and complaints from civilian sources/business firms concerning the 354th Fighter Wing and its assigned personnel.

4.4.5.2. (Added) Provides the wing commander a proposed response with a copy of all pertinent information regarding each inquiry/complaint received. Ensures coordination is complete prior to wing commander's signature.

4.4.5.3. (Added) Acts as liaison between 354 FW and other headquarters/agencies.

4.4.5.4. (Added) Maintains a master file of all inquiries/complaints received and replies thereto.

4.4.5.5. (Added) Immediately upon receipt of inquiry/complaint, accomplishes the following actions:

4.4.5.5.1. (Added) Follows guidelines in Table 1 of PACAF Supplement 1.

4.4.5.5.2. (Added) Determines appropriate office of primary responsibility (OPR) and ensures the OPR assigns an inquiry officer (IO).

4.4.5.5.3. (Added) Assigns an internal suspense date and time for completion of reply.

4.4.5.5.4. (Added) Provides the IO a copy of the inquiry/complaint with a cover letter containing processing instructions and the internal suspense date.

4.4.5.5.5. (Added) Hand-carries a copy of the inquiry/complaint to the wing commander for information or signature.

4.4.5.6. (Added) Reviews replies for accuracy (e.g., all allegations have been addressed or an explanation why one could not be given). Ensures replies are specific and sufficiently detailed to answer scrutiny at all levels.

4.4.5.7. (Added) Ensures all responses to congressional inquiries are reviewed by the Staff Judge Advocate (SJA) for legal sufficiency.

4.4.5.8. (Added) Coordinates reply with 11 AF/IG, if 11 AF was original tasking agency. After 11 AF/CV approval of tele-faxed final/signed congressional reply, 354 FW/IGQ will mail final reply.

4.4.6. (Added) 354 FW/tenant units receiving requests/inquiries directly from Congressional Staff, HQ USAF or other higher headquarters agencies/staffs:

4.4.6.1. (Added) Will immediately hand-carry/fax a copy of the request/inquiry to the wing commander and the IG for information only.

4.4.6.2. (Added) Responses to routine inquiries tasked to the 354 MSS from the Air Force Personnel Center, for which the Military Personnel Flight (MPF) is the OPR, may be signed by the Chief/Deputy Chief, MPF. Routine inquiries are defined as requests for status concerning administrative separations, reassignments, and other military personnel matters of a noncontroversial nature. Responses to routine inquiries from SAF/SG, for which the 354 MDG is OPR, may be signed by the 354 MDG/CC. Routine inquiries are defined as requests for medical/treatment information of a noncontroversial nature. **The wing commander will review all responses to controversial or non-routine inquiries before sending off-base to tasking organization.**

4.4.6.3. (Added) Will contact the IG for direction on determining who the proper signatory is and whether the request/inquiry received is routine or controversial in nature.

4.4.6.4. (Added) If the response does not require wing commander signature, responder will hand-carry/fax a copy of the response to the wing commander and the IG for information and filing prior to transmittal off-base.

4.4.7. (Added) OPRs/IOs:

4.4.7.1. (Added) Upon notification, pick up a copy of the inquiry/complaint from IG or representative.

4.4.7.2. (Added) Prepare and finalize a reply in sufficient time to meet assigned suspense date. If suspense date cannot be met, contact the 354 FW/IG immediately and submit an interim response which includes the reason for the delay and an estimated completion date.

4.4.7.3. (Added) Hand-carry completed reply to the IG for review, final coordination, and/or signature by the wing commander. If necessary, is prepared to brief wing commander on proposed reply.

4.4.7.4. (Added) If congressional/high-level inquiries are received at the squadron level, notify the IG or representative. Ensure the proposed response is coordinated with the IG; only the IG can approve release of information pertaining to congressional/high-level inquiries.

KENNETH M. DECUIR, Colonel, USAF
Commander